


1 September 1982

MEMORANDUM FOR: All OA&E Analysts

FROM:

  
Deputy Director, OA&E

STAT

SUBJECT: Orientation Briefing for Admiral Burkhalter

As you all know, Admiral Burkhalter will be replacing John Koehler as Director of the IC Staff at the end of the month. There will be a need at some time, possibly on very short notice, for us (myself plus the senior team leaders) to brief Admiral Burkhalter on OA&E. Therefore, I would like each of you to prepare bulletized briefing charts (1-3 charts per project) that describe:

- Your on-going projects; and
- Significant OA&E projects that you participated in over the past several years.

The topics that should be covered include those in the OA&E Studies and Activities Plan:

- Title
- Purpose
- Principal Investigator/Organization
- Status

Plus:

- Approach
- Significant Results and Conclusions
- Impact

If at all possible, I would appreciate it if you could have these charts by noon on Friday, 3 September. If not, please have them not later than COB Tuesday, 7 September.

  
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cc: D/OA&  
EO/OA&  
✓ OA& Chrono